

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title: Control and Distribution of Pilot Program Quality Procedures, Work Instructions and Tier V Procedures	Number: 00-0000-052-05	Revision Number: 0	Effective Date: 6 March 98
	Prepared by: Luci Gervasi	Approved by: Sondra D. Gutkind	Page : 1 of 3

5.0 Purpose

To provide guidelines on the Control of the Pilot Program Quality Procedures(PPQP), Work Instructions (PPWI) and Tier V Procedures.

5.1 Scope

This procedure applies to all PPs.

5.2 Responsibilities

5.2.1 The Pilot Program Department Head (PPDH) appoints a Document Control Coordinator (DCC) and decides to whom the Division Quality Manual (DQM) and Division Quality Procedures (DQPs) will be re-issued in accordance with [DQP 00-0000-052-03](#), Control and Distribution of Tiers I and II Procedures

5.2.2 The Document Control Coordinator (DCC) is responsible for providing, protecting and distributing Tier III, IV and V procedures and re-issues the DQM and DQPs for the Pilot Program Department Head, as applicable.

5.3 Definitions

5.3.1 DQM: Division Quality Manual

5.3.2 DQP: Division Quality Procedure

5.3.3 PP: Pilot Program

5.3.4 PPDH: Pilot Program Department Head

5.3.5 PPQP: Pilot Program Quality Procedures

5.3.6 PPWI: Pilot Program Work Instructions

5.3.7 Master List: A list of all controlled documents for that level of documentation.

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title: Control and Distribution of Pilot Program Quality Procedures, Work Instructions and Tier V Procedures	Number: 00-0000-052-05	Revision Number: 0	Effective Date: 6 March 98
	Prepared by: Luci Gervasi	Approved by: Sondra D. Gutkind	Page : 2 of 3

5.3.8 Controlled Distribution List: A list that contains the names of personnel that receives a defined level of documentation.

5.3.9 Designated Approval Authority: That person who is responsible for the procedure and/or work instruction and is responsible for ensuring that it is reviewed on a periodic basis for accuracy and revises it as necessary.

5.4 Procedure

5.4.1 The Document Control Coordinator (DCC) is appointed by the Pilot Program Department Head (PPDH).

5.4.2 The DCC uses [DQP 00-0000-052-01](#), Document and Data Control Guidelines, for guidance on document and data control requirements and [DQP 00-0000-052-02](#)-Formatting of Quality Procedures/Work Instructions for guidance on preparation of PPQP and WI formats.

5.4.3 The DCC maintains the Master List and Controlled Distribution List for Tiers III, IV and V.

5.4.4 The DCC distributes a procedure after it is created or updated and has been approved by the designated approving authority.

5.4.5 The DCC updates the Master List of Tiers III and IV procedures each time a new procedure is issued.

5.4.6 If paper copies are kept, the PPDH or designee issues the paper procedures by a memorandum prepared by the DCC or designee which will include paper copies of the signed procedure or work instruction, a Controlled Distribution List, and a Return Receipt to all personnel on the Controlled Distribution List for updating their current procedures and work instructions.

5.4.6.1 Personnel on the controlled Distribution List will return the receipt to the DCC within the designated time frame listed in the memorandum.

5.4.6.2 Once the receipt is returned, the DCC places it in a file.

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title: Control and Distribution of Pilot Program Quality Procedures, Work Instructions and Tier V Procedures	Number: 00-0000-052-05	Revision Number: 0	Effective Date: 6 March 98
	Prepared by:	Approved by:	Page :
	Luci Gervasi	Sondra D. Gutkind	3 of 3

5.4.7 If electronic procedures are kept, the DCC will prepare procedures for incorporation into the designated website or the designated LAN in accordance with procedure DQP 00-0000-052-04, Electronic Transmittal of Documentation. This procedure is used only if there is a Website or LAN.

5.4.8 If the PPDH or the Designated Approval Authority keeps historical files of PPQPs or PPWIs, the DCC removes the out-of- date PPQPs or PPWIs, marks them "OBSOLETE" and places them in a historical file which is segregated from the current PPQPs or PPWIs.

5.5 References

- 5.5.1 DQP 00-0000-052-01, Data and Document Control Guidelines
- 5.5.2 DQP 00-0000-052-02, Formatting of Quality Procedures/Work Instructions
- 5.5.3 DQP 00-0000-052-03, Control and Distribution of Tier I and II Procedures
- 5.5.4 DQP 00-0000-052-04, Electronic Transmittal of Documentation

5.6 Records

- 5.6.1 Master Lists
- 5.6.2 Controlled Distribution Lists

5.7 Attachments

None